

Advanced Learner Loan

Application form notes

Remember you can apply online. It's quick and easy. Go to www.gov.uk/advancedlearnerloan

About Advanced Learner Loan

Complete this form if:

- you're studying an eligible course for a level 3,4,5 or 6 qualification at an approved college or training provider in England
- you're aged 19 or over on the first day of your course, if your course started on or after 1st August 2022

Making the right choice

It's important you consider your own circumstances and look into all options for paying for your course before choosing to take out this loan.

This is not the responsibility of your college or training organisation. You can get impartial money advice from the Money Advice Service at www.moneyadvice.org.uk

About these notes

These notes should be read along with your Advanced Learner Loan Application form.

The notes are split into three parts:

Part 1 - General information

Part 2 - How to complete your application form

Part 3 - Next steps

Part 1 - General information

completing your form

Before completing your form

- Speak to your college or training organisation who will give you a Learning and Funding Information Letter, and
- have your passport and National Insurance number to hand.

Learning and Funding Information Letter

The Learning and Funding Information Letter contains information about your college

or training organisation, the fee they're charging you and your course. You'll need this information to complete this application.

Send your completed form to:

Advanced Learner Loans
PO Box 302
Darlington
DL1 9NQ

Make sure you pay the correct postage.

further information

You can get more information

- from your college or training organisation
- online at www.gov.uk/advancedlearnerloan
- by calling **0300 100 0619**

Sending us information or evidence

If you need to send any information or evidence to us after you've submitted your application make sure you also send a completed Evidence Return Form. This will help us match the evidence or information to your application and return your original documents to you safely.

You can download this form at www.gov.uk/advancedlearnerloan

Braille/other formats

You can order forms and guides in Braille, large print or audio by emailing your name, address, customer reference number along with details of the form and format you require to:

brailleandlargefonts@slc.co.uk or you can call us on **0141 243 3686**.

Please note, the above email address and telephone number can only deal with requests for alternative formats of forms and guides.

Part 2 - How to complete your application form

It's important you complete all of the information we ask for on the form. If any information is missing or unclear we may not be able to process your application and will not be able to pay your college or training organisation.

1 your personal details

1.1 Personal details



If your name has changed since your passport or birth certificate was issued we need you to send us evidence.

Send us one of the following:

- change of name deed
- marriage certificate or civil partnership documentation
- divorce certificate or dissolution order
- a final or conditional order

1.2 National Insurance number



If you don't provide your National Insurance number we can't pay your loan to your college or training organisation. This may mean you have to pay your own fees until you have given it to us.

You'll find your National Insurance number on any of the following:

- your National Insurance card or letter
- a payslip
- an income tax document such as p45 or p60

If you've never been given a National Insurance number, leave this box blank and complete the rest of your application. We'll contact the Department of Work and Pensions (DWP) to see if they have one for you. If they don't, we'll let you know what you need to do. This may mean you'll need to arrange an appointment with your local Job Centre to have a National Insurance number assigned to you.

If you're an EU national, you should give us your National Insurance number if you have one. If you don't, you must give us two alternative contacts at question 6.2 before we can pay your loan to your college or training organisation.

1.4 Customer Reference Number



Your Customer Reference Number is your personal reference number and is 11 digits long. If you've applied for student finance from the Student Loans Company (SLC) or given financial information to support another student's application before, your Customer Reference Number will be on any letters you've received. Put your Customer Reference Number on all the information and/or evidence you send to us. This helps us match the information to your account and return any original documents to you safely.

2.1 Living outside England because you or a family member are a member of the UK Armed Forces



If your course started **on or after 1 August 2017** you may be eligible for support to study a distance learning course if you or your family member is currently serving (regular or reservist) in one of the following:

- The Naval Service (Royal Navy and Royal Marines)
- The Army
- The Royal Air Force
- The Royal Military Police
- The Gurkhas

The following family members will be eligible students:

- a spouse or civil partner living with a member of the UK armed forces serving outside England
- a child, step-child or adoptive child living with a member of the UK Armed Forces serving outside England
- dependant parent living with either;
 - a child who is a member of the UK Armed Forces serving outside England
 - the child's spouse or civil partner who is a member of the UK Armed Forces serving outside England

If your course started **before 1 August 2017** you won't be eligible for support.

You should use your British Forces Post Office address for all correspondence.



If you're a member of the UK Armed Forces you need to send a letter confirming the following:

- your name
- your UK address or British Forces Post Office address

If your family member is in the UK Armed Forces you need to send a letter confirming the following:

- their name
- their UK address or British Forces Post Office address
- your name
- their relationship to you

This letter must be signed by another member of the Armed Forces and be stamped by the Armed Forces Unit Records Office. We can't accept a photocopy.

2 residence - continued

2.2 UK national



You are a UK national if you have a UK passport or are eligible to apply for one.

A UK national includes:

- British citizens;
- British Overseas Territories citizens through a connection with Gibraltar; **and**
- British subjects with the right of abode under Part IV of the British Nationality Act 1981 (BNA).

2.2.1 No valid UK passport



If you don't hold a valid UK passport we need you to send us alternative evidence.

Send us one of the following:

- original UK birth or adoption certificate
- original certificate of Naturalisation/Registration

Your original documents will be sent back to you as soon as possible. Make sure you include your Customer Reference Number with any documents you send to us, this helps us to match the documents to your account and return them to you safely.

2.3 Irish citizen



The specified overseas territories are:

British Overseas Territories

Anguilla; Bermuda; British Antarctic Territory; British Indian Ocean Territory; British Virgin Islands; Cayman Islands; Falkland Islands; Gibraltar; Montserrat; Pitcairn, Henderson, Ducie and Oeno Islands; South Georgia and the South Sandwich Islands; St Helena and Dependencies (Ascension Island and Tristan da Cunha); Turks and Caicos Islands.

EU overseas countries and territories

Greenland; Curaçao; Aruba; Sint Maarten; Bonaire; St Eustatius; Saba; French Polynesia; New Caledonia; Wallis and Futuna; Saint Barthélemy; Saint Pierre and Miquelon; French Southern and Antarctic Territories; Faroe Islands; Mayotte.



If you're an Irish citizen, you must send your original ROI or EU passport.

2.4 Family member of a UK national



By family member, you must be the:

- spouse or civil partner;
- child, step-child or other direct descendant of a UK national.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

If you are claiming student finance as the child, step-child or other direct dependant or other direct dependant of a UK national, the term 'child' means a person 'under the age of 21; or a dependant of the person or the person's spouse or civil partner.'



If you're the family member of a UK national, we need:

1. Evidence of your identity. Send one of the following:

- your original in date passport
- your original in date national identity card

2. Evidence of your family member's UK nationality. Send one of the following:

- their original in date passport
- their original birth or adoption certificate; **and**
- a photocopy of evidence of your relationship, for example a birth or marriage certificate

If you are a UK national resident in Gibraltar, we also need evidence of your residency in Gibraltar. Send one of the following:

- your original valid residence permit
- your original valid residence card
- your original valid visa

2.5 Family member of an Irish citizen or person of Northern Ireland



By family member, you must be the:

- spouse, civil partner;
- parent, step-parent or other direct ascending line relative;
- child, step-child or other direct descendant

of an Irish citizen or person of Northern Ireland.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. Go to www.gov.uk/view-prove-immigration-status to generate the code. Once generated, the code will expire after 30 days. You should return your application form within 10 days of generating the share code.

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship. We will still need identity evidence from your husband, wife, civil partner, parent, step-parent, child, step-child or other direct descending or ascending family member.



If you're the family member of an EU national, we need:

1. Evidence of your identity. Send one of the following:
 - your original in date passport
 - your original in date national identity card
2. Evidence of your residency status. Send:
 - confirmation of your EU Settlement Scheme status from the Home Office
3. Evidence of your family member's nationality. Send one of the following:
 - their original in date passport
 - their original in date national identity card; **and**
 - a photocopy of evidence of your relationship, for example a birth or marriage certificate

2.6 Settled or pre-settled status under the EU Settlement Scheme



By family member, you must be the:

- husband, wife, civil partner;
- dependent parent(s), step-parent or other direct relative in the ascending family line
- child or step-child or other direct descendant of the EU national (you must be under 21 or dependent on the EU national).

of an EU national. For a list of the specified overseas territories, see 2.3 on page 4.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. Go to www.gov.uk/view-prove-immigration-status to generate the code. Once generated, the code will expire after 30 days. You should return your application form within 10 days of generating the share code.

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship. We will still need identity evidence from your husband, wife, civil partner, parent, step-parent, child or step-child.



If you're the family member of an EU national, we need:

1. Evidence of your identity. Send one of the following:

- your original in date passport
- your original in date national identity card

2. Evidence of your residency status. Send:

- confirmation of your EU Settlement Scheme status from the Home Office

3. Evidence of your family member's nationality. Send one of the following:

- their original in date passport
- their original in date national identity card; **and**
- a photocopy of evidence of your relationship, for example a birth or marriage certificate

2.7 **Family member of EU national who has applied for pre-settled status**



By family member, you must be the:

- husband, wife, civil partner;
- dependent parent(s), step-parent or other direct relative in the ascending family line
- child or step-child or other direct descendant of the EU national (you must be under 21 or dependent).

of an EU national who has settled or pre-settled status through the EU Settlement Scheme and you must have applied for pre-settled status through the EU Settlement Scheme.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. To prove your family member's immigration status, you also need to provide us with their date of birth and share code.

Go to **www.gov.uk/view-prove-immigration-status** to generate the codes. Once generated, the codes will expire after 30 days. You should return your application form within 10 days of generating the share codes.

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship.

2 residence - continued

2.8 EU national or family member of an EU national who is resident in Gibraltar



By family member, you must be the:

- husband, wife, civil partner;
- dependent parent(s), step-parent or other direct relative in the ascending family line
- child or step-child or other direct descendant of the EU national (you must be under 21 or dependent).

of an EU national. For a list of the specified overseas territories, see 2.3 on page 4.



If you're the family member of an EU national, we need:

1. Evidence of your identity. Send one of the following:
 - your original in date passport
 - your original in date national identity card
2. Evidence of your family member's nationality. Send one of the following:
 - their original in date passport
 - their original in date national identity card; **and**
 - a photocopy of evidence of your relationship, for example a birth or marriage certificate
3. Evidence of your residence in Gibraltar. Send one of the following:
 - your original valid residence permit; or
 - your original valid residence card; or
 - your original valid Visa.

2.9 UK national or family member of a UK national who is resident in Gibraltar



By family member, you must be the:

- husband, wife, civil partner;
- child, step-child or other direct descendent of a UK national who is resident in Gibraltar.

If you're a UK national, you must send your original UK passport, or original UK birth or adoption certificate.



If you're the family member of a UK national, you must:

- send your valid passport, or original birth or adoption certificate;
- provide evidence to confirm your family member is a UK national; and
- prove your relationship to your UK national family member by sending their original UK passport, or original UK birth or adoption certificate and your birth certificate or marriage or civil partnership certificate (if this shows proof of their UK nationality and your relationship to them).

2.10 Child of a Swiss national



For a list of the specified overseas territories, see 2.3 on page 4. To get student finance as a child of a Swiss national, your parent or step-parent must have settled or pre-settled status through the EU Settlement Scheme, and be resident in the UK on the first day of your course. You must have settled status and be ordinarily resident in the UK, Overseas Territories, the EEA or Switzerland for three years prior to the first day of the first year of your course.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. To prove your family member's immigration status, you need to provide us with their date of birth and share code. Go to www.gov.uk/view-prove-immigration-status to generate the codes. Once generated, the codes will expire after 30 days. You should return your application form within 10 days of generating the share codes.

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship. We will still need identity evidence from your parent or step-parent.



If you're the child of a Swiss national we need:

1. Evidence of your identity if you're unable to provide a share code. Send one of the following:

- your original in date passport
- your original in date national identity card

2. Evidence of your residency status. Send:

- confirmation of your EU Settlement Scheme status from the Home Office

3. Evidence of your parent's Swiss nationality. Send one of the following:

- their original in date passport
- their original in date national identity card; **and**
- a photocopy of evidence of your relationship, for example a birth or marriage certificate

4. Evidence to confirm your Swiss national parent's address. Send one of the following:

- bank statement
- tenancy agreement/mortgage statement
- recent utility bill
- local authority correspondence
- government department correspondence; **and**
- a letter signed by your Swiss national parent to confirm they are living/were living in the UK on the first day of your course

2.11 EEA or Swiss worker



For a list of the specified overseas territories, see 2.3 on page 4.

Your family member must be your:

- husband, wife, civil partner;
- parent(s), step-parent
- child or step-child (only applicable to EEA worker family members);
- other ascending or descending line family member (only applicable to EEA worker family members)

of the EEA or Swiss national.

To get student finance as the family member of an EEA or Swiss national who is working, has worked or is looking for work in the UK, you and your family member must have settled or pre-settled status through the EU Settlement Scheme.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. To prove your family member's immigration status, you need to provide us with their date of birth and share code. Go to www.gov.uk/view-prove-immigration-status to generate the codes. Once generated, the codes will expire after 30 days. You should return your application form within 10 days of generating the share codes.

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship. We will still need identity evidence from your family member.

Your family member does not need to provide a share code if they are a frontier worker. They will need to send us their frontier worker permit or equivalent evidence.

If your child, son or daughter-in-law, child's civil partner or other direct descendant is the worker you must be dependent on them.

For children or other direct descendants of EEA workers, the term 'child' means a person 'under the age of 21; or dependant of the person or the person's spouse or civil partner.' This does not apply in cases where the EEA worker parent has died or left the UK and the child is staying on in the UK to finish their education.



If you're an EEA or Swiss national who is working, has worked or is looking for work we need:

1. Evidence of your identity if you're unable to provide a share code. Send one of the following:

- your original in date passport
- your original in date national identity card

2. Evidence of your residency status. Send:

- confirmation of your EU Settlement Scheme status from the Home Office

If your family member is an EEA or Swiss national who is working, has worked or is looking for work we need:

1. Evidence of your identity if you're unable to provide a share code. Send one of the following:

- your original in date passport with VISA
- your original in date national identity card

2. Evidence of your family member's nationality. Send one of the following:

- their original in date passport
- their original in date national identity card; **and**
- a photocopy of evidence of your relationship, for example a birth or marriage certificate

3. Evidence of your family member's residency status. Send:

- financial evidence to confirm they are working, have worked or are looking for work, for example, their latest P60 or a letter from their employer

If you're a Frontier Worker, you should send your Frontier Worker Permit or alternative evidence of frontier working.

If you're the family member of a Frontier Worker, you should send their Frontier Worker Permit.

2.12 Child of a Turkish worker



To get student finance as the child of a Turkish worker, your Turkish parent must be working in the UK on the first day of your course.



If you're the child of a Turkish worker, we need:

1. Evidence of your identity. Send one of the following:

- your original in date passport
- your original Biometric Residence Permit

2. Evidence of your residency status. Send one of the following:

- your original passport with VISA
- your original Biometric Residence Permit
- your original immigration status document
- your original Home Office letter confirming your settled status (if no VISA in passport)

3. Evidence of your parent's nationality. Send one of the following:

- their original in date passport
- their original in date national identity card; **and**
- a photocopy of evidence of your relationship, for example a birth or marriage certificate

4. Evidence of your parent's employment in the UK, for example their contract of employment

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

2.13 'Settled status'



'Settled status' means that you or your family member can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

You are free from any restriction if any of the following apply:

- you are a British citizen
- you have been granted 'Indefinite Leave to Enter or Remain'
- you have a right of abode in the UK

If you have settled status, you must be resident in the UK, Islands and Ireland or the UK, Islands and the specified British overseas territories for the three years prior to the first day of the first academic year of your course.

If your family member has settled status, you must be resident in the UK and Islands for the three years prior to the first day of the first academic year of your course.

Further information about immigration issues can be obtained from the Home Office.



If you have 'settled status', we need:

1. Evidence of your identity. Send one of the following:

- your original in date passport
- your original Biometric Residence Permit

2. Evidence of your residency status. Send one of the following:

- your original passport with VISA
- your original Biometric Residence Permit
- your original immigration status document
- your original Home Office letter confirming your settled status (if no VISA in passport)

3. If your family member has settled status, we need evidence of their nationality. Send one of the following:

- their original in date passport
- their original in date national identity card; and
- a photocopy of evidence of your relationship, for example a birth or marriage certificate

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

2 residence - continued

2.14 Indefinite Leave to Remain 2.15



If you have been granted 'Indefinite Leave to Remain' in the UK as a victim of domestic violence or abuse, or 'Indefinite Leave to Remain' in the UK as a bereaved partner, you will have received a letter from the Home Office confirming this.



If you have been granted 'Indefinite Leave to Remain' in the UK as a victim of domestic violence or abuse, or 'Indefinite Leave to Remain' in the UK as a bereaved partner, we need:

1. Evidence of your identity. Send one of the following:

- your original in date passport
- your original in date UK travel document
- your original Biometric Residence Permit

2. Evidence of your residency status. Send one of the following:

- your original in date UK travel document
- your original Biometric Residence Permit
- your original immigration status document
- your original Home Office letter confirming the status you've been granted

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

2.16 Ukraine Scheme



If you have been granted three years of limited leave to enter or remain under a Ukraine Scheme, send us your Biometric Residence Permit, your passport with a vignette confirming your leave or your 'permission to travel' document.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

2.17 Refugee status

If you or your:

- husband, wife, civil partner; or
- parent(s), step-parent

have successfully applied for refugee status in the UK under the terms of the 1951 United Nations Convention on Refugees, and you or they have been granted refugee status, the Home Office will have sent you or them a letter and an immigration status document confirming this.

If you are claiming student finance as the child or step-child of a refugee, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of a refugee, you must have been their husband, wife or civil partner at the time of their application for asylum.



If you have refugee status, we need:

1. Evidence of your identity. Send one of the following:

- your original in date UK travel document
- your original Biometric Residence Permit

2. Evidence of your residency status. Send one of the following:

- your original in date UK travel document
- your original Biometric Residence Permit
- your original immigration status document
- your original Home Office letter confirming the date your status was granted

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If you're the family member of someone with refugee status, we need:

1. Evidence of your identity. Send one of the following:

- your original in date UK travel document
- your original Biometric Residence Permit

2. Evidence of your family member's residency status. Send one of the following:

- their original in date UK travel document
- their original Biometric Residence Permit
- their original immigration status document
- their original Home Office letter confirming the date their status was granted; **and**
- a photocopy of evidence of your relationship, for example a birth or marriage certificate

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

2.18 Humanitarian Protection

If you or your:

- husband, wife, civil partner; or
- parent(s), step-parent

have been granted Humanitarian Protection, you, or they, will have received a letter and an immigration status document from the Home Office confirming this.

If you are claiming student finance as the dependent child or step-child of a person granted Humanitarian Protection, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted Humanitarian Protection, you must have been their husband, wife or civil partner at the time of their application for asylum.



If you have been granted Humanitarian Protection, we need:

1. Evidence of your identity. Send one of the following:

- your original in date passport
- your original in date UK travel document
- your original Biometric Residence Permit

2. Evidence of your residency status. Send one of the following:

- your original in date UK travel document
- your original Biometric Residence Permit
- your original immigration status document
- your original Home Office letter confirming the date your status was granted

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If your family member has been granted Humanitarian Protection, we need:

1. Evidence of your identity. Send one of the following:

- your original in date passport
- your original in date UK travel document
- your original Biometric Residence Permit

2. Evidence of your family member's residency status. Send one of the following:

- their original in date UK travel document
- their original Biometric Residence Permit
- their original immigration status document
- their original Home Office letter confirming the date their status was granted; **and**
- a photocopy of evidence of your relationship, for example a birth or marriage certificate

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

2.19 Stateless Person

If you or your:

- husband, wife, civil partner; or
- parent(s), step-parent

have been granted 'Leave to Remain' as a Stateless Person in the UK, you or they, will have received a letter and an immigration status document from the UK Home Office confirming this.

If you are claiming student finance as the child or step-child of a person granted 'Leave to Remain' as a Stateless Person, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the UK Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted 'Leave to Remain' as a Stateless Person, you must have been their husband, wife or civil partner at the time of their application.



If you have been granted 'Leave to Remain' as a Stateless Person, we need:

1. Evidence of your identity. Send one of the following:

- your original in date travel document
- your original Biometric Residence Permit

2. Evidence of your residency status. Send one of the following:

- your original in date travel document
- your original Biometric Residence Permit
- your original Home Office letter confirming the date your status was granted
- your original Home Office letter confirming status (if no VISA in passport)

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.



If your family member has been granted 'Leave to Remain' as a Stateless Person, we need:

1. Evidence of your identity. Send one of the following:

- your original in date travel document
- your original Biometric Residence Permit

2. Evidence of your family member's residency status.

Send one of the following:

- their original in date travel document
- their original Biometric Residence Permit
- their original Home Office letter confirming the date their status was granted; **and**
- a photocopy of evidence of your relationship, for example a birth or marriage certificate

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.



If you have been granted 'Leave to Remain' in the UK under section 67 of the Immigration Act 2016, or are the dependent child of someone who has, you, or they, will have received a letter and an immigration status document from the UK Home Office confirming this.

If you are claiming student finance as the dependent child or step-child of a person granted 'Leave to Remain' under section 67 of the Immigration Act 2016, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.



If you have been granted 'Leave to Remain' in the UK under section 67 of the Immigration Act 2016, we need:

1. Evidence of your identity. Send one of the following:

- your original in date passport
- your original in date travel document
- your original Biometric Residence Permit

2. Evidence of your residency status. Send one of the following:

- your original in date travel document
- your original Biometric Residence Permit
- your original Home Office letter confirming the date your status was granted

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If your family member has been granted 'Leave to Remain' in the UK under section 67 of the Immigration Act 2016, we need:

1. Evidence of your identity. Send one of the following:

- your original in date passport
- your original in date travel document
- your original Biometric Residence Permit

2. Evidence of your family member's residency status. Send one of the following:

- their original Biometric Residence Permit
- their original Home Office letter confirming the date their status was granted; **and**
- a photocopy of evidence of your relationship, for example a birth or marriage certificate

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

2.21 Calais leave



If you have been granted Calais leave in the UK, or are the dependent child of someone who has, you, or they, will have received an immigration status document from the UK Home Office confirming this.

If you are claiming student finance as the dependent child or step-child of a person granted Calais leave, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.



If you have been granted Calais leave in the UK, we need:

1. Evidence of your identity. Send one of the following:

- your original in date passport
- your original in date travel document
- your original Biometric Residence Permit

2. Evidence of your residency status. Send one of the following:

- your original in date travel document
- your original Biometric Residence Permit
- your original Home Office letter confirming the date your status was granted

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If your family member has been granted Calais leave in the UK under section 67 of the Immigration Act 2016, we need:

1. Evidence of your identity. Send one of the following:

- your original in date passport
- your original in date travel document
- your original Biometric Residence Permit

2. Evidence of your family member's residency status.

Send one of the following:

- their original Biometric Residence Permit
- their original Home Office letter confirming the date their status was granted; **and**
- a photocopy of evidence of your relationship, for example a birth or marriage certificate

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

2.22 Leave to Remain under the Afghan Relocation and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)



If you or your:

- husband, wife, civil partner; or
- parent(s), step-parent

have been granted 'Leave to Remain' in the UK under the Afghan Relocation and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS), you or they, will have received a letter and an immigration status document from the UK Home Office confirming this.

If you are claiming student finance as the child or step-child of a person granted 'Leave to Remain' under ARAP or ACRS, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the UK Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted 'Leave to Remain' under ARAP or ACRS, you must have been their husband, wife or civil partner at the time of their application.



If you have been granted 'Leave to Remain' in the UK under the Afghan Relocation and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS), we need:

1. Evidence of your identity. Send one of the following:

- your original in date passport
- your original in date travel document
- your original Biometric Residence Permit

2. Evidence of your residency status. Send one of the following:

- your original in date travel document
- your original Biometric Residence Permit
- your original Home Office letter confirming the date your status was granted

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If your family member has been granted 'Leave to Remain' under the Afghan Relocation and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS), we need:

1. Evidence of your identity. Send one of the following:

- your original in date travel document
- your original Biometric Residence Permit

2. Evidence of your family member's residency status.

Send one of the following:

- their original in date travel document
- their original Biometric Residence Permit
- their original Home Office letter confirming the date their status was granted; and
- a photocopy of evidence of your relationship, for example a birth or marriage certificate

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

2.23 Long residency

To be eligible for support under the long residence category you must have lawful ordinary residence in the UK and Islands for the three-year period before the first day of the first year of your course and must be resident in England. This means you must have held a form of leave to remain issued by the Home Office for the whole of the three-year period before the first day of the first year of your course.



If you have been granted 'Limited Leave to Remain' in the UK, we need:

1. Evidence of your identity. Send one of the following:

- your original in date passport
- your original in date UK travel document
- your original Biometric Residence Permit

2. Evidence of your residency status. Send one of the following:

- your original in date UK travel document
- your original Biometric Residence Permit
- your original immigration status document
- your original Home Office letter confirming the date your status was granted

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

3 residence history

3.1 Address history



Give details of each address you have lived at during the 3 years before the start date of your course. For example, if your course starts on 1 September 2022 you should list all the addresses you lived at from 1 September 2019 to 31 August 2022. Don't leave any gaps, as we need to get this information from you and it will delay your application. Give details of any period you lived outside the UK during this time. We may contact you for further details and/or evidence.

3.2 Address history



If you have refugee status you should provide your address details from the point your status was granted or up to a maximum of three years if your status was granted prior to that point.

If you have been granted:

- 'Leave to Enter or Remain' under the ARAP or ACRS, or a family member with leave in line; or
- 'Indefinite Leave to Remain' as the victim of domestic violence or abuse
- 'Indefinite Leave to Remain' as a bereaved partner; or
- 'Leave to Enter or Remain' under a Ukraine Scheme.

only provide address history from when you received your status. You only need to provide up to a maximum of 3 years information.

For example, if your course starts on 1 September 2022 you should list all the addresses you lived at from 1 September 2019 to 31 August 2022. Give details of any period you lived outside the UK during this time. Do not leave any gaps as it will delay your application.

We may contact you for further details and/or evidence.

3.3 Address history



For example, if your course starts on 1 September 2022 you should list all the addresses you lived at from 1 September 2019 to 31 August 2022. Give details of any period you lived outside the UK, Islands, Overseas Territories, the EEA or Switzerland during this time. Do not leave any gaps as it will delay your application.

We may contact you for further details and/or evidence.

4 your college or training organisation

4.1 College or training organisation



Your college or training organisation will give you a Learning and Funding Information Letter setting out the details you need to complete this section. You can only apply for an Advanced Learner Loan if you're studying an eligible course at an approved college or training organisation.

Make sure you enter the exact name of your college or training organisation and their UK Provider Reference number so we can confirm they're approved.

5 what you're studying

5.1 Course details



Your course details will be shown on your Learning and Funding Information letter. You can apply for an Advanced Learner Loan for eligible courses at Level 3-6, which includes A Levels, Access to HE Diplomas and Vocational Qualifications.

You can have up to a maximum of four Advanced Learner Loans. If your courses start on or after 1 August 2016, you can take all of your loans at the same time.

For A levels, you can apply for up to four loans to cover the cost of your A level programme. However, if your A levels are undertaken by studying AS learning aims followed by A Levels, you can also apply for up to four loans for the AS learning aims. This means you can get up to 8 loans to undertake your A level programme.

If you're unsure of your course details you should confirm these with your college or training organisation. If you give incomplete or incorrect information we will not be able to confirm you're studying an eligible course and won't be able to pay your college or training organisation until we have the correct details.

5.1.1 Start date

The start date and end date of your course will be agreed in advance with your college or training organisation. This will be set out on your Learning and Funding Information Letter. You must be aged 19 or over on the start date of your course to receive a loan. The start date and end date of your course will be used to work out the monthly loan payments we'll make to your college or training organisation. The duration of your course must be within the maximum time period allowed for your course. The end date of your course is the date we expect you to finish your course and will determine when you begin repaying your loan.

5.1.2 End date

The start date and end date of your course will be agreed in advance with your college or training organisation. This will be set out on your Learning and Funding Information Letter. You must be aged 19 or over on the start date of your course to receive a loan. The start date and end date of your course will be used to work out the monthly loan payments we'll make to your college or training organisation. The duration of your course must be within the maximum time period allowed for your course. The end date of your course is the date we expect you to finish your course and will determine when you begin repaying your loan.

5.1.3 College or training organisation fee amount

You should enter the **total** fee amount including VAT, if applicable, being charged by your college or training organisation for your course. This is shown on your Learning and Funding Information Letter.

6 your loan request

6.1 Loan amount



You can decide to take a loan to cover the full fee amount being charged, or choose to pay all or part of the fee yourself. It's important you consider your own circumstances and look into all options for paying for your course before choosing to take out this loan. You can get impartial money advice from the Money Advice Service at www.moneyadviceservice.org.uk

The amount you can get depends on your course, the fees charged by your college or training organisation and maximum amounts set by the government.

The fee charged by your college or training organisation may be less than the maximum loan amount available for your course. In this case you'd only need a loan to cover the amount being charged. For example, if the government maximum for your course is £1000 but your college or training organisation is charging you £800, you can take out a loan for £800 to cover the fee being charged.

Usually, the minimum loan you can apply for is £300. If your college or training organisation is charging less than £300, you should complete your application and we'll work out your eligibility.

7 Terms and conditions

Power of Attorney



If you cannot sign the form it must be signed on your behalf by your attorney. To grant a person Power of Attorney, you need to fill in a legal form giving their name, the specific period for which they can act on your behalf, and the specific tasks that they can perform. The Power of Attorney letter must be sent with the application before a signature from that attorney will be accepted.

Privacy Notice



The Student Loans Company (SLC) and the Department for Education are joint Data Controllers under the Data Protection Legislation. We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for student finance, assessing the maximum amount of financial support available, payment of student finance and the detection and prevention of fraud, and may use this information for any of these. For further details about the way your information is used, who is responsible for it and the rights you have in connection with it, please refer to our full Privacy Notice available online at www.gov.uk/advanced-learner-loan/apply. If you don't have internet access, please call us on **0300 100 0619** and we can send a copy to you.

Part 3 - Next steps

1

You complete and return your application form to us, along with any evidence, as soon as possible. **Make sure you read, sign and date the terms and conditions.**

You're here

2

We process your application. If any information is missing or incorrect we'll get in touch. When we have all the information we need, we'll send you a Loan Confirmation letter detailing your loan details.

3

We pay your loan directly to your college or training organisation after they tell us that you're attending your course.